

# STATE OF MAINE HEALTH INSPECTION PROGRAM LICENSE APPLICATION

STAMP  
HERE

Name of the business: \_\_\_\_\_

Location of Business, E-911 Address: \_\_\_\_\_ Town/City, Zip Code: \_\_\_\_\_

Mailing Address; Town/City, Zip Code: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Business E-mail: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Contact FAX #: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

**THERE IS A 30 DAY REVIEW PERIOD AFTER RECEIPT OF A COMPLETED APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED AND WILL BE RETURNED FOR COMPLETION. A BUSINESS MUST NOT OPERATE UNTIL AN INSPECTION IS PERFORMED AND A LICENSE IS ISSUED.**

## 1. Licensing Information:

This business (check one):

- ☐ is new and has never been licensed.  
☐ is presently ☐ was previously licensed by the Department of Agriculture. If so, provide Department of Agriculture License ID# \_\_\_\_\_  
☐ is presently ☐ was previously licensed by the Department of Health and Human Services. If so, provide D.H.H.S. License EST ID# \_\_\_\_\_

## 2. Business Information:

Please check one: ☐ Corporation/LLC ☐ Individual ☐ Partnership ☐ Association ☐ Other

**Corporation, Association, Partnership or LLC Name:** \_\_\_\_\_

**Owner(s) Name:** \_\_\_\_\_

My business corporation is in good standing with the Secretary of State and all State Licensing Boards.

☐ Yes ☐ No

Planned Opening Date: \_\_\_\_\_ (Allow at least 30 days following your submission of a **completed** application)

Duration of Operation: ☐ Yearround ☐ Seasonal Opening Date \_\_\_\_\_ Closing Date \_\_\_\_\_

Temporary: Dates of event \_\_\_\_\_ to \_\_\_\_\_

## 3. Former Owner's Information, if applicable:

Former Owner's Name: \_\_\_\_\_ Former Business Name: \_\_\_\_\_

## 4. Business Proposal:

A. Are you proposing ☐ to remodel ☐ to change ownership ☐ to change use ☐ to increase use or

☐ other? Specify: \_\_\_\_\_

B. Describe the business: \_\_\_\_\_

C. As applicable, indicate the proposed number of:

Indoor Dining Seats \_\_\_\_\_ \*\*Outdoor Dining Seats \_\_\_\_\_ Camping Sites \_\_\_\_\_  
 Lodging Rooms \_\_\_\_\_ Cottages \_\_\_\_\_ Youth Campers: Boys \_\_\_\_\_ Girls \_\_\_\_\_ Staff \_\_\_\_\_  
 Vending Machines \_\_\_\_\_ Indoor Swimming Pools \_\_\_\_\_ Outdoor Swimming Pools \_\_\_\_\_  
 Indoor Hot Tubs/Spas \_\_\_\_\_ Outdoor Hot Tubs/Spas \_\_\_\_\_

**\*\*For Fees and Septic review purposes, outdoor seating is only counted in total number of seats if there is inside seating and there are 30 or more outdoor seats.**

**5. License Type & Fees:** Check (✓) the appropriate box for your proposal:

<b>EATING</b>	<b>CHECK HERE</b>	<b>FEES</b>
Division of the Blind		No Charge
Catering		\$200.00
Correctional Facility		\$200.00
Eating Place-Mobile		\$200.00
Eating Place, 0-29 seats		\$160.00
Eating Place 30-75 seats		\$195.00
Eating Place >75 seats		\$230.00
Eating Place-Temporary 1 - 4 Days		\$95.00
Eating Place- Temporary 5 -14 Days		\$150.00
Eating Place-Limited Menu		\$150.00
Eating - School		\$100.00
Eating - School Catering		\$100.00
Eating - School Satellite		\$100.00
Commissary		\$250.00
Vending Company		\$75.00
Senior Citizen Meals		\$30.00
<b>LODGING</b>		
Bed and Breakfast – 5-Rooms or Less		\$100.00
Bed and Breakfast – 6-Rooms or More		\$150.00
Lodging 4 -15 Rooms		\$150.00
Lodging 16 -75 Rooms		\$175.00
Lodging >75 Rooms		\$200.00
<b>COMBINATION</b>		
Food Service @ Youth Camps (Eating and Catering)		\$275.00
Eating and Catering		\$275.00
Eating and Lodging		\$275.00
Eating and Campground		\$275.00
<b>CAMP</b>		
Sporting/Recreational Camp		\$175.00
Campground – Agricultural Fair		\$200.00
Campground 5-24 Sites		\$150.00
Campground 25-124 Sites		\$175.00
Campground >124 Sites		\$200.00
Campground-Temporary		\$200.00
Youth Camp-Day		\$100.00
Youth Camp-Resident <100 Campers		\$190.00
Youth Camp-Resident 100-200 Campers &Property Tax-Exempt >200 Campers		\$225.00
Youth Camp-Resident >200 Campers		\$285.00

**See page 3 for fees in: Portland, South Portland, Lewiston, Auburn, Lisbon & Lisbon Falls**

## Fees for Delegated Municipalities

### South Portland, Lewiston, Auburn, Lisbon & Lisbon Falls,

License Types	CHECK HERE	FEES
Catering		\$60.00
Eating Place-Mobile		\$60.00
Eating Place		\$60.00
Eating Place - Temporary		\$60.00
Eating Place-Limited Menu		\$60.00
Eating - School		\$60.00
Eating - School Catering		\$60.00
Eating - School Satellite		\$60.00
Eating - Commissary		\$60.00
Correctional Facility		\$60.00
Sr. Citizen Meals		\$30.00
Vending Company		\$60.00
<b>Municipal Lodging Licenses</b>		
Bed and Breakfast		\$60.00
Lodging		\$60.00
<b>Municipal Combination Licenses</b>		
Eating & Catering		\$60.00
Eating & Lodging		\$60.00

### Portland

License Types	CHECK HERE	FEES
Catering		\$60.00
Eating Place-Mobile		\$60.00
Eating Place		\$60.00
Eating Place - Temporary		\$60.00
Eating Place-Limited Menu		\$60.00
Eating - School		\$60.00
Eating - School Catering		\$60.00
Eating - School Satellite		\$60.00
Eating - Commissary		\$60.00
Correctional Facility		\$60.00
Sr. Citizen Meals		\$30.00
Vending Company		\$60.00
<b>Municipal Lodging Licenses</b>		
Bed and Breakfast – 5 Rooms or Less		\$100.00
Bed and Breakfast – 6 Rooms or More		\$150.00
Lodging 4-15		\$150.00
Lodging 16-75		\$175.00
Lodging > 75		\$200.00
<b>Municipal Combination Licenses</b>		
Eating & Catering		\$60.00
Eating & Lodging		\$60.00

MISCELLANEOUS FEES	
Reprint License	\$25.00
Late Renewal within 30 days of license expiration date	\$25.00
Late Renewal more than 30 days after expiration date	\$100.00
Repeated Late Renewal more than 30 days after expiration date	\$200.00
Additional Inspection	\$100.00
Insufficient Funds	\$25.00
Nonprofit – No license required if fewer than 12 events/year	\$0.00

## 6. Drinking Water:

- A. Does your water come from a city/town water supply? ☐ Yes ☐ No

If yes, provide the name of the city/town water supplier to which you pay your water bill \_\_\_\_\_ and **skip to Item 7**, Wastewater Disposal, on the following page.

**If no, continue:**

- B. Is or was your business regulated by the State Drinking Water Program as a public water system?

☐ Yes ☐ don't know (***If your business uses city/town water you are not a regulated public water system***).

- If yes, provide your Public Water System ID # \_\_\_\_\_ and **skip** to Item 7, Wastewater Disposal, on the following page.
- If you checked **Don't know**, contact the Drinking Water Program at 207-287-2070 for assistance. If the Drinking Water Program provides you with PWSID #, enter it here: \_\_\_\_\_ and skip to Item 7
- If no, continue:

- C. Will your business serve tap water in any of the following forms? Check all which apply.

- ☐ Cups/glasses of water.
- ☐ Drinks made on site (soda, lemonade, slush drinks, iced tea, juices, etc.).
- ☐ Ice made onsite.
- ☐ Drinking water fountain.
- ☐ Cups in the restroom or near any sink available to the public.
- ☐ Water used as an ingredient for uncooked foods made onsite. For example, instant gelatin desserts.
- ☐ Other, specify: \_\_\_\_\_

- If you did not check any boxes above and your business was not a regulated public water system in the past, complete the water tests listed in E.1.a below and submit water test results with this application. **Skip** to Item 7, Wastewater Disposal, on the following page.
- If you did check any boxes above, continue.

- D. Indicate source, or potential source, of water ☐ Drilled Well ☐ Dug Well ☐ Surface Water.

If you checked "Dug Well" or "Surface Water" call the Drinking Water Program at 207-287-2070 and **skip** to Item 7, Wastewater Disposal, on the following page.

- E. Is the drinking water well an existing well (already drilled?) ☐ Yes ☐ No

**If No, please STOP. Contact the Maine Drinking Water Program at 207-287-2070 for further instructions before drilling the well.**

**If Yes, please provide the following:**

### E.1 Water Test Results from a Certified Laboratory for the following tests:

- Total Coliform bacteria, nitrate, and nitrite: samples must be taken within three months before the date this application is received. Fluoride, chloride, hardness, antimony, iron, pH, manganese, uranium, arsenic: samples must be taken within one year before the date this application is received.
- If there are underground fuel storage tanks within 1000 feet of the well, a volatile organics water test (VOC 524) must also be done.
- Additional sampling may be required if known contamination has occurred near the well.  
For a list of Certified Laboratories, see [www.medwp.com](http://www.medwp.com) or call the Maine Drinking Water Program at 207-287-2070.

E.2 A site plan (more detailed map of the well site) – see the example provided in Appendix A on page 9.

E.3. Drilled well construction information (if known):

Depth \_\_\_\_\_ ft. Length of casing \_\_\_\_\_ ft. Yield \_\_\_\_\_ gal/min.

E.4 A description of the major components in the water system:

Storage (type of tank and size): \_\_\_\_\_

Treatment (type, manufacturer): \_\_\_\_\_

Piping (type, above or below ground): \_\_\_\_\_

E.5 Distance from the well to the nearest point of all leachfields (septic systems) within 300 feet? \_\_\_\_\_ (feet). ***If less than 300 feet, please stop and contact the Drinking Water Program at 207-287-2070 before submitting this application.***

E.6 Distance from the well to all underground storage tanks within 1000 feet? \_\_\_\_\_ (feet). ***If less than 1000 feet, please stop and contact the Drinking Water Program at 207-287-2070 before submitting this application.***

E.7 Distance from the well to the nearest property line? \_\_\_\_\_ (feet)

E.8 How much land is controlled and/or owned around the well? \_\_\_\_\_ (acres)

If you qualify as a public water system (PWS), you will be assessed a fee by the Maine Drinking Water Program on July 1<sup>st</sup> of each year.

## 7. Wastewater Disposal:

Is wastewater disposal to an on-site septic system, either proposed or existing? ☐ Yes ☐ No

**If yes**, include a copy of your Septic System Design Form (HHE-200) prepared by a licensed Site Evaluator, which demonstrates that the system is sized to accommodate your proposal.

If you do not have a copy of the Septic System Design Form (HHE-200) please call the Subsurface Wastewater Team at 207-287-5689 to verify if an HHE-200 Form is already on file.

Refer to our website for more information on septic systems at [www.mainepublichealth.gov/septic-systems](http://www.mainepublichealth.gov/septic-systems) or call us at 207-287-5689.

**If no**, please provide the name of the city, town or utility district to which you pay your sewer bill, or a copy of an overboard discharge license issued by the Maine Department of Environmental Protection.

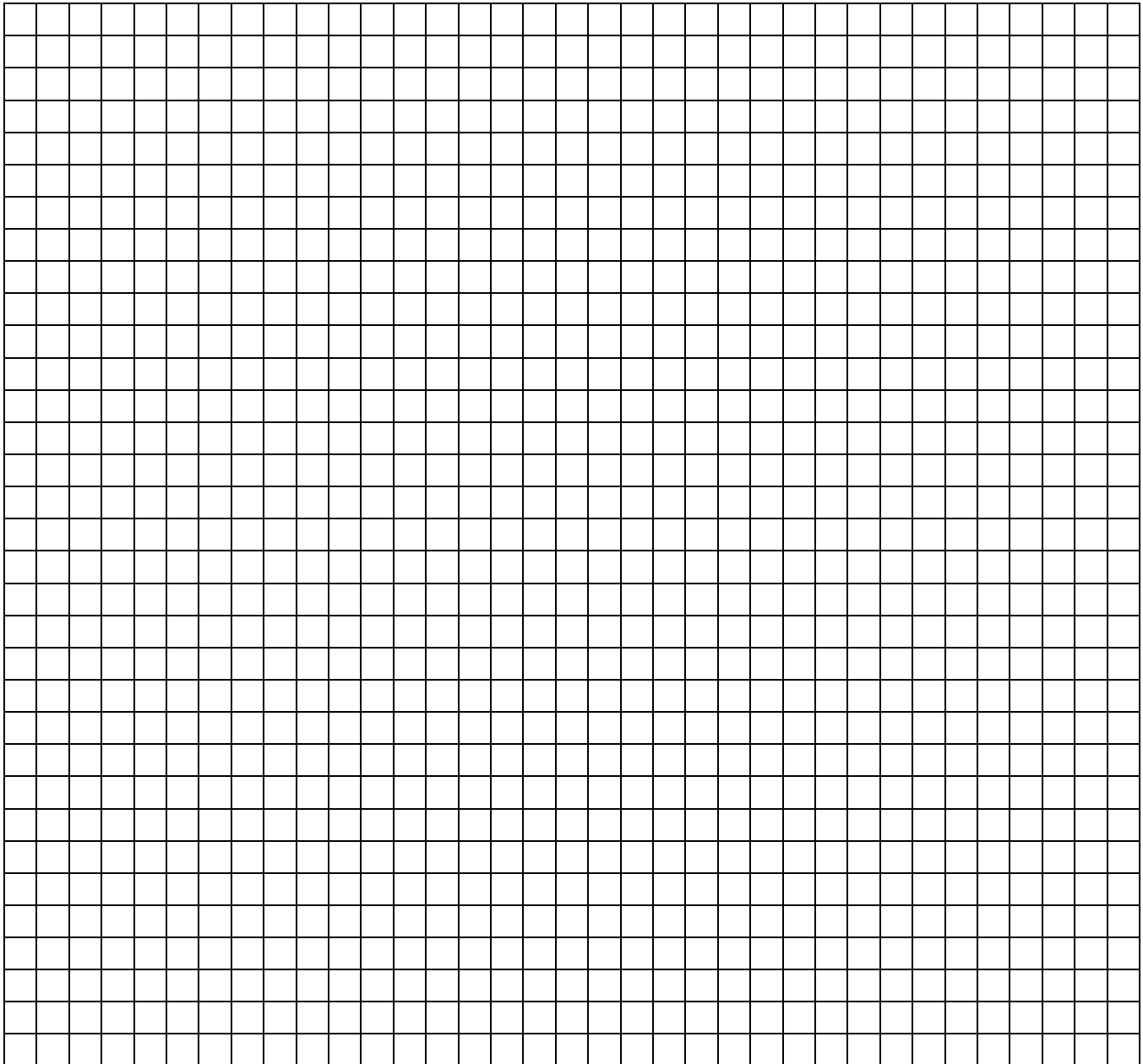
Public Sewer Entity: \_\_\_\_\_

## 8. Menu:

Attach a copy of your menu, or a draft menu.

## 9. Kitchen or Food Preparation Area Plan:

Use this grid or a separate sheet of graph paper to draw a floor plan, or provide a floor plan prepared by a knowledgeable party, for eating place food preparation area(s)/kitchen(s). If the plan is not drawn to scale, the dimensions must be clearly labeled. Please see the example on page 11.



The floor plan should include the following items.

Sinks:	Toilet Facilities:	Refrigeration:	Facilities:
1. Hand Washing	1. Water Closets	1. Walk-in Coolers	1. Food Preparation Areas
2. Ware Washing	2. Lavatories	2. Walk-in Freezers	2. Food Storage Areas
3. Utility	3. Urinals	3. Freestanding Coolers	3. Trash/Refuse/Redemption Areas
4. Food Prep	4. Other	4. Freestanding Freezers	4. Dining Areas
5. Dipper Wells		5. Ice Maker	5. Equipment/Counters/Seats/Tables
6. Other		6. Other	6. Dry Storage/All Other Storage

## 10. Eating Place Business Review:

**Complete the table below by filling in the blanks, and placing a check mark or number where appropriate.**

<b>COLD STORAGE</b>		<b>PROPOSED OPERATING HOURS</b>		<b>SERVICE PROVIDED</b>		
Walk-in Cooler		Sunday:	AM/PM	AM/PM	Take-out	
Reach-in Refrigerator		Monday:	AM/PM	AM/PM	Buffet	
Closed Display Refrigerator		Tuesday:	AM/PM	AM/PM	Sit-Down	
Open Display Refrigerator		Wednesday:	AM/PM	AM/PM	Delivery	
Refrigerated Buffet Unit		Thursday:	AM/PM	AM/PM	Window	
Beverage Cooler		Friday:	AM/PM	AM/PM	Catering	
Refrigerated Food Prep. Unit		Saturday:	AM/PM	AM/PM	Other	
Rapid Pull-down Refrigerator						
Walk-in Freezer		<b>KITCHEN EQUIPMENT &amp; SINKS (Numbers)</b>		<b>TOILET FACILITIES</b>		
Reach-in Freezer		Ice Machine(s)		Number of Fixtures:		
Closed Display Freezer		Warewashing Sink(s) with 3 basins		Men's Bathroom		
Open Display Freezer		Warewashing Sink(s) with 2 basins		Water Closets (toilet)		
Freezer Buffet Unit		Hand washing Sink(s)		Urinals		
Other		Utility Sink(s)		Lavatories (sink)		
		Food Prep Sink(s)				
Metal Shelves		Warewashing Machine(s)		Women's Bathroom		
Wooden Shelves		Microwave(s)		Water Closets (toilet)		
Plastic Shelves		Hot Holding				
Cabinets		Oven(s)		Lavatories (sink)		
Bins (food grade)		Other				
Barrels (food grade)				Employee Bathroom		
Bulk		<b>LIQUOR SERVICE</b>		Water Closets (toilet)		
Pallets		Refer to the bottom of page 8 for information regarding liquor licensing.		Urinals		
Other				Lavatories (sink)		
				Other (describe)		
<b>CERTIFIED FOOD PROTECTION MANAGER(S) See below.</b>						
Name:		Certificate Date:				
Name:		Certificate Date:				
Name:		Certificate Date:				
Name:		Certificate Date:				
<b>IMPORTANT: A Certified Food Protection Manager (CFPM) must be hired within 90 days of a new eating establishment opening, a change of ownership, or when a Certified Food Protection Manager leaves employment. Contact the Health Inspection Program at 207-287-5671 for more information. Go to <a href="http://www.maine.gov/healthinspection">www.maine.gov/healthinspection</a> for a list of CFPM courses. Provide a <u>copy</u> of a CFPM certificate for each certified person.</b>						

## 11. Campground Plan:

Is the campground a wilderness campground (non-pressurized water and no central sewers or bathroom facilities) or a conventional campground with pressurized water and sewer/bathroom facilities?

Check one: ☐ wilderness campground ☐ conventional campground ☐ combination ☐ temporary

Submit a site plan of the campground prepared by a knowledgeable party showing camping areas, with number of sites, location of roads, electrical and water hookups, and sewer hook-ups, if any are provided. If the plan is not drawn to scale, the dimensions and setbacks must be clearly labeled.

Indicate where dump station(s) are located and the location of restroom facilities including number of toilets, urinals, lavatories, and showers. Also include the number of any portable toilets for temporary campgrounds, and show their location(s) on the site plan.

The campground site plan must show the location of any drinking water wells within 300 feet of any wastewater disposal systems or fuel storage tanks, and the location of any wastewater disposal systems used on the campground. Refer to the Campground Rules at [www.maine.gov/dhhs/eng/el/rules.htm](http://www.maine.gov/dhhs/eng/el/rules.htm).

## 12. Agricultural Campground Checklist:

Submit site plan of fair grounds. Use the following as a simplified check list:

- ☐ Are the camping areas shown with sites indicated?
- ☐ Indicate the sites that have electrical, water, and/or sewer hook-ups at the site.
- ☐ Indicated whether the sites are for self-contained units.
- ☐ Location of the dump station(s).
- ☐ Will you contract with a septic tank pumper? ☐ Yes ☐ No
- ☐ Location of restroom facilities including number of toilets, urinals, and lavatories.
- ☐ Do you intend to have spaces for campers (pop-ups and tents)? ☐ Yes ☐ No
- ☐ If campers without self-contained RVs are to be allowed, please indicate the number of portable toilets and location. (The rules require 8 per every 100 sites).
- ☐ Location of any drinking water wells and subsurface sewage disposal systems used on the fair grounds.

## 13. License Fees:

Please refer to the License Type & Fees for specific fees for various licenses on pages 2 and 3

**MAKE CHECK OR MONEY ORDER PAYABLE TO: TREASURER, STATE OF MAINE (Fees are non-refundable.)**

**PLEASE MAIL TO:**

Health Inspection Program  
11 State House Station  
286 Water Street 3<sup>rd</sup> Floor  
Augusta, ME 04333-0011



If you have questions, please call the Health Inspection Program at 207-287-5671.

***We wish you great success in your business!***

**14. Signature:**

I, \_\_\_\_\_, Owner/Operator of the business, hereby state that this

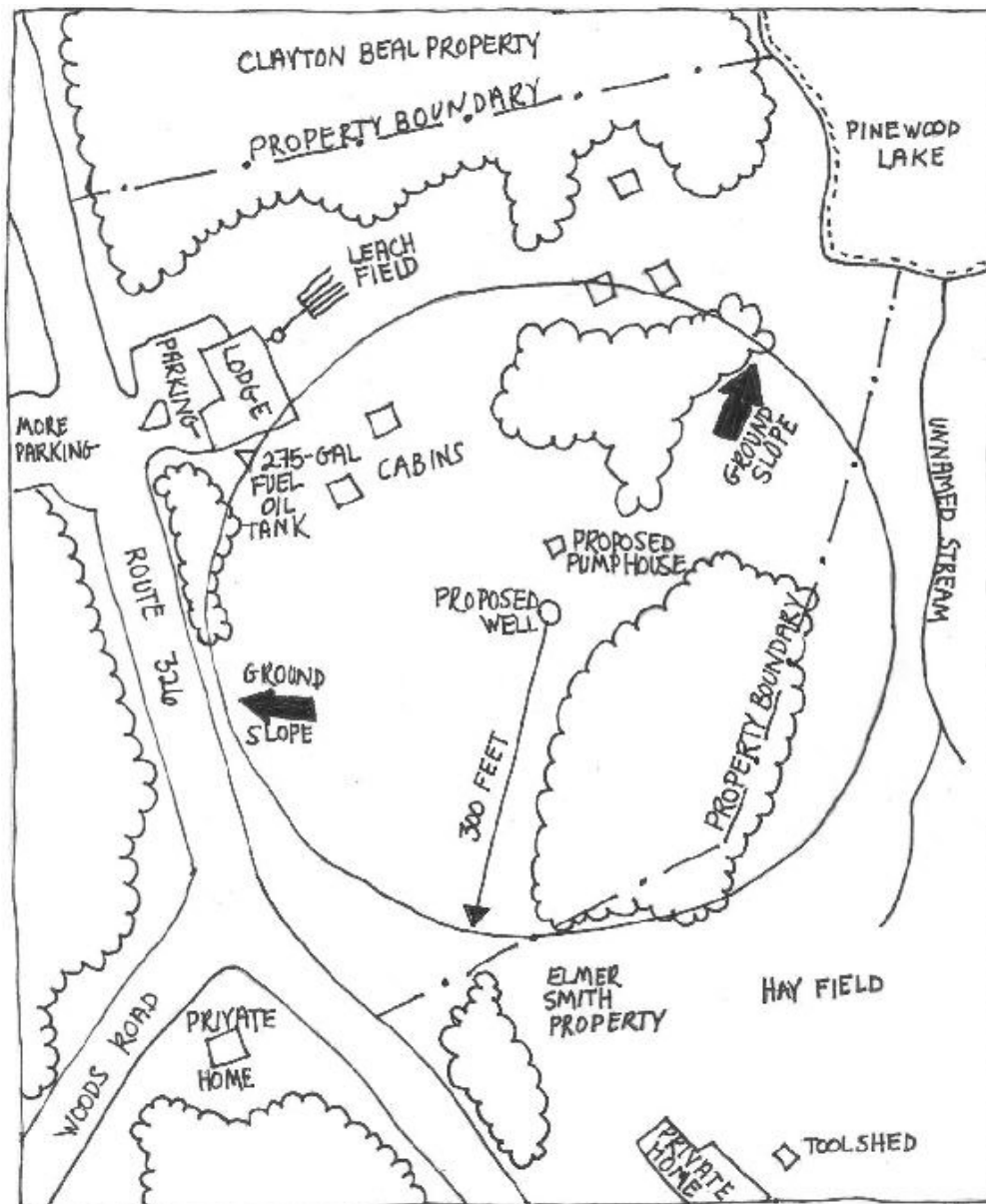
PLEASE PRINT NAME CLEARLY

application is accurate to the best of my knowledge. I further stipulate that I am aware that deliberate falsification of the information herein shall be sufficient cause for denial of a license to operate the business.

Applicant's Signature \_\_\_\_\_ Date of Signature \_\_\_\_\_



**APPENDIX A  
EXAMPLE OF A SITE PLAN**



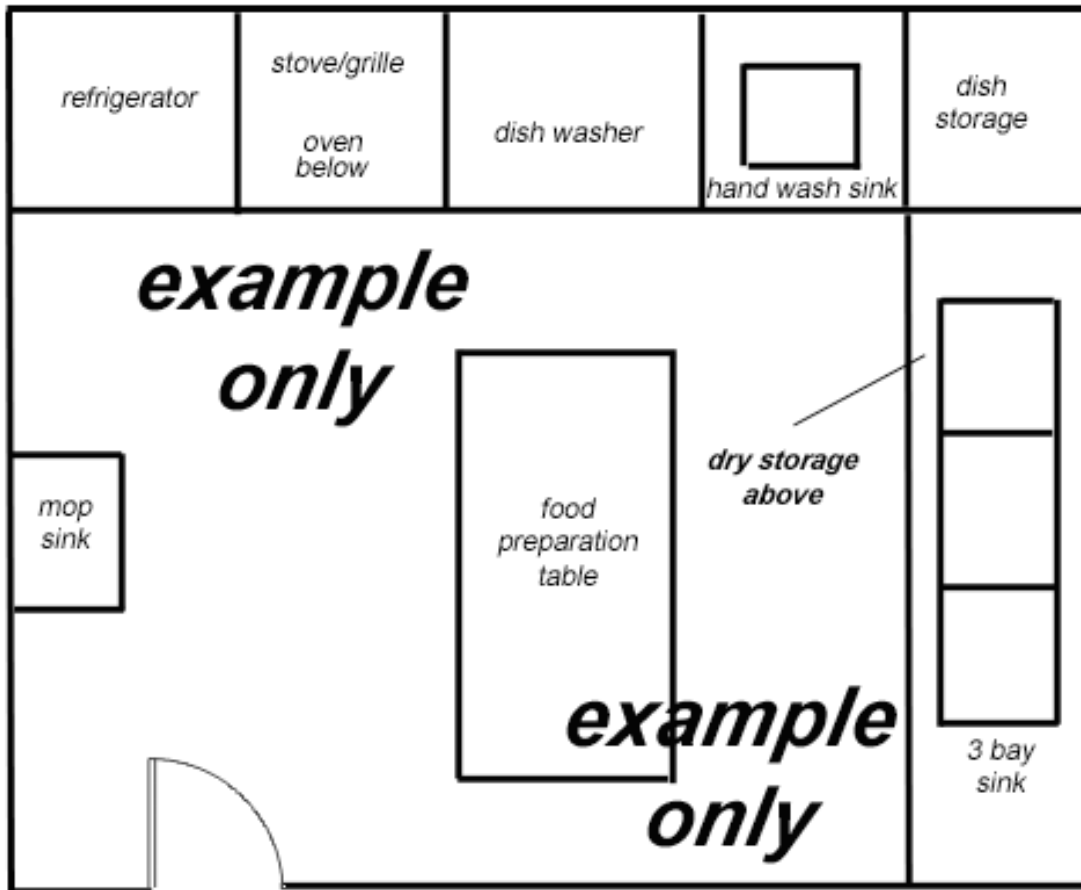
**Include the following:**

- A scale (1 inch = 100 feet or similar)
- Location of well, existing or proposed
- Activities within 300 feet of the well that may contaminate the drinking water:

Leach fields (record all), above ground fuel tanks, gasoline pump, herbicide or pesticide application, manure storage, animal pens, barnyard, parking lot, auto repairing, auto/junk storage, fertilizer application, chemical storage (such as paint, oil, gasoline, fertilizer, herbicides, pesticides).

- Underground Fuel Storage Tanks within 1000 feet of the well.
- Surface water bodies (lakes, streams, ponds) within 300 feet of the well.
- Property boundaries and the land uses on adjacent properties
- The general slope of land near the well

Appendix B  
Example of a Food Preparation Area Plan



Scale: 1 inch = 3 feet

**YOUR APPLICATION COMPLETE: "PLEASE READ THIS CHECK LIST"**

**BEFORE YOU SUBMIT YOUR APPLICATION,  
MAKE SURE THAT IT IS COMPLETE.**

**WE CANNOT PROCESS AN INCOMPLETE APPLICATION  
AND MUST RETURN THEM FOR COMPLETION.**

**RETURN OF AN INCOMPLETE APPLICATION  
WILL DELAY THE ISSUANCE OF YOUR LICENSE  
TO OPERATE YOUR BUSINESS.**

**DID YOU PROVIDE COMPLETE INFORMATION FOR:**

- ☐ Applicant information in the top box of Page 1.
- ☐ Licensing Information in Question #1.
- ☐ Business type and operation periods in Question #2, including all owner(s), corporate, and individual names.
- ☐ Former Owners, if applicable, in Question #3.
- ☐ Business Definition in Question #4.
- ☐ Licensing type check marks in Question #5.
- ☐ Drinking Water in Question #6, including water test results as required.
- ☐ Wastewater Disposal in Question #7, including a copy of your septic system design if you are not on a public sewer system.

**DID YOU INCLUDE, IF APPLICABLE:**

- ☐ A copy of your menu, if you propose an eating place.
- ☐ A kitchen plan, if you propose an eating place.
- ☐ A site plan.
- ☐ The Eating Place Business Review in Question #10, on page 7 if you propose an eating place.
- ☐ The licensing and inspection fee, determined from Question #5, on pages 2 or 3
- ☐ The certificate(s) for the Certified Food Protection Manager(s)

**Finally, did you:**

- ☐ Sign and date the application on Page 9.

**Online Health Inspection Program License Renewals**

Online Health Inspection Program license renewals are available at [maine.gov/online/hiplicensing](http://maine.gov/online/hiplicensing).